



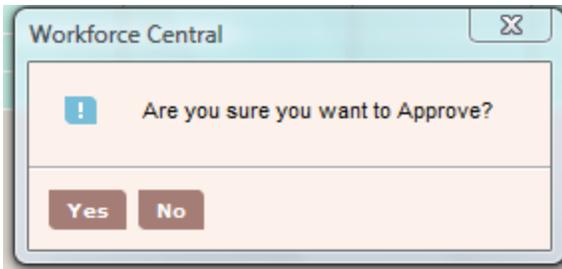
Kronos Workforce Timekeeper Timecard Approval

For auditing reasons, the Kronos manager must approve their departmental timecards each week. Approval deadline is every Monday at Noon. This might vary based on the Holiday schedule. The manager approvals can be processed by individual employee in their timecard or as a group. The approvals can be done through the BC-Pay Period Close Genie if processed on Monday for the previous pay period or the BC-Reconcile Timecard Genie if processed for the current pay period.

If the hours are ready to be approved, the manager can highlight an individual employee or under the Actions menu > Select All if done as a group.

| Dept ID | Name | Total Paid Hours | Missed Punch | Early In | Late In | Early Out | Late Out | Unexcused Absence | Totals Up-To-Date |
|---------|-----------------------|------------------|--------------|----------|---------|-----------|----------|-------------------|-------------------|
| 024141 | O'Brien, Donna L | | | | | | | | ✓ |
| 024141 | LaCorcia, Leigh | | | | | | | | ✓ |
| 024141 | Alvarez, Maria | | | | | | | | ✓ |
| 024141 | Evans, Kari L | | | | | | | | ✓ |
| 024141 | Wong, Catiana | | | | | | | | ✓ |
| 024141 | Richelleu, Terry-Anne | | | | | | | | ✓ |
| 024141 | Haggarty, Joseph M | | | | | | | | ✓ |
| 024141 | Hallaran, Melanie M | | | | | | | | ✓ |
| 024141 | Pierce, Megan E | | | | | | | | ✓ |
| 024141 | Mahoney, Erin V | | | | | | | | ✓ |
| 024141 | Brozyna, Lyndsey M | | | | | | | | ✓ |
| 024141 | O'Malley, Sarah E | | | | | | | | ✓ |

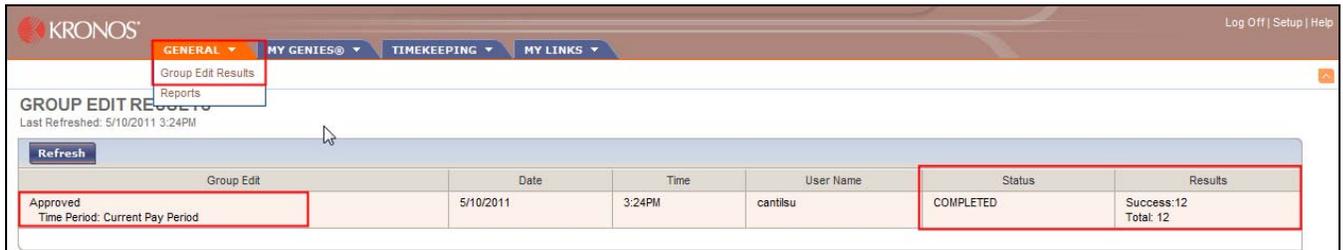
Select Approve under the Approvals tab on the menu bar. A message will come up to confirm the approval selection. Select Yes on the pop up box.



Select the Group Edit Results from the Navigation Bar to view the results.

Group Edit Results

Group Edit Results is a read-only table that can be viewed from the General Tab if it has been processed through a Kronos Genie. The results will display the Edit performed and the specific information surrounding the Edit. Click the Refresh button to see the most current status. If an edit has failed, click the details link to display the error log.



| Group Edit Results | |
|--------------------|--|
| Field | Description |
| Group Edit | Displays the type of edit submitted. |
| Date | Displays the date the edit was submitted. |
| Time | Displays the time the edit was submitted. |
| User Name | Displays the UserName of the person who performed the edit. |
| Status | Displays the status of "Completed" or "Processing". |
| Results | Displays if the results as Success or Failed and the Total for each. |

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URL:

http://www.bc.edu/bc_org/hvp/hrsc/groupedits.html

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